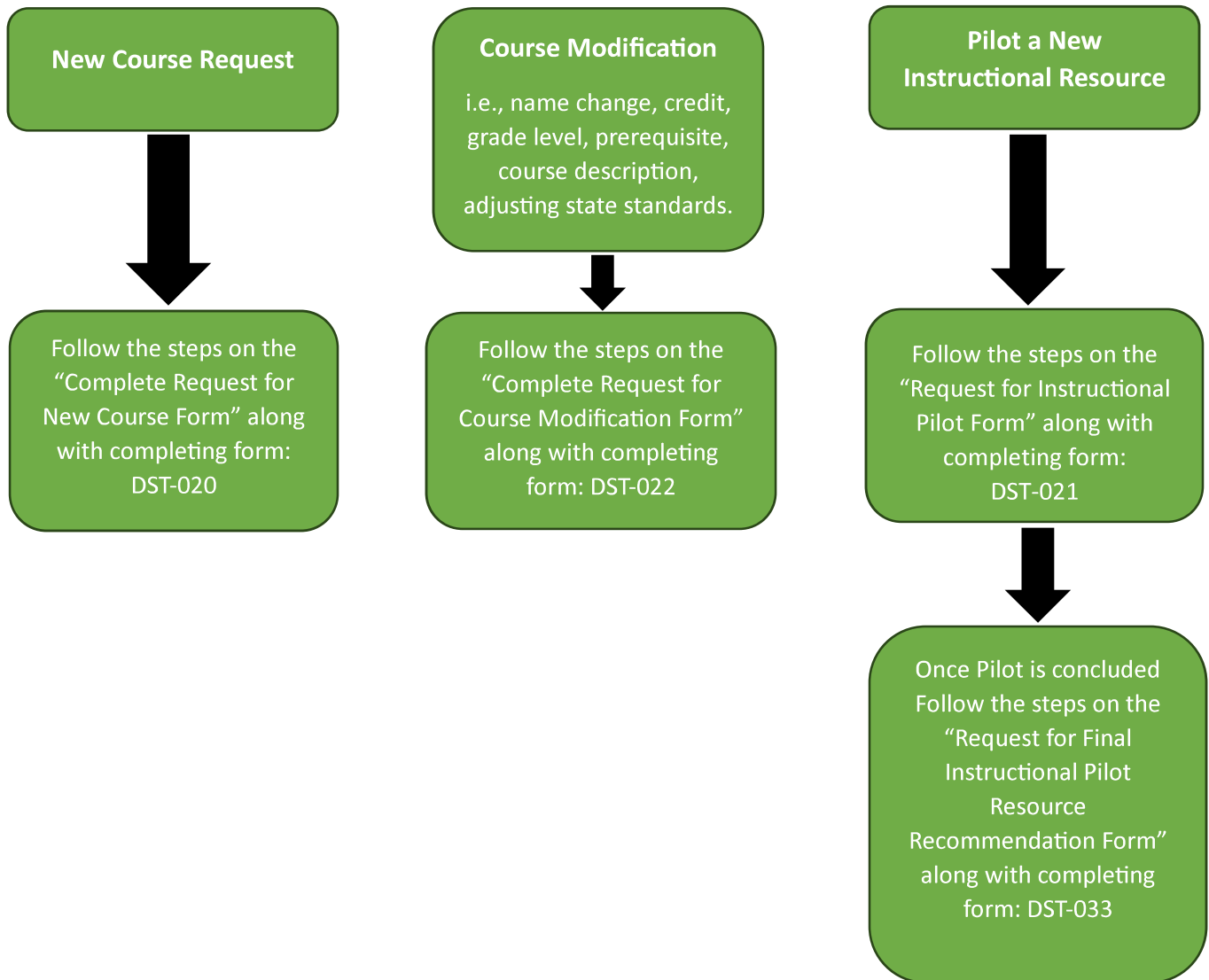




## GUIDE TO CHOOSING THE CORRECT FORMS AND PROCEDURES FOR CURRICULUM

What are you looking to do?



Before completing any form, discussions must be held with your building administrator, department, and all pertinent district department chairs at all levels.

All forms being completed for the Special Education Program must be forwarded to the Special Education Director.



## Steps to Complete Request for Final Instructional Pilot Resource Recommendation Form: DST-033

1. Please consult with your District Department Chairperson to determine whether this form is applicable, and the pilot has been approved.
2. Access the Staff Portal for Request for Final Instructional Pilot Resource Recommendation Form – DST-033
3. Complete the form with appropriate information requested:
  - a. When selecting a primary instructional material, the pilot committee must compare at least 3 different resources if available. Individual teacher supplemental resources do not need District approval when District funds are not being used.
  - b. Fill out form DST-033 for each resource being studied.

- Primary instructional materials (textbooks, software, databases, etc.) are those materials that are expected to be used consistently in classrooms.
- Supplemental instructional materials are those materials that are selected by individual teachers to enhance foundational materials.

4. Author sends completed Request for Final Instructional Pilot Resource Recommendation Form to the Administrative Assistant to Teaching and Learning. The Administrative Assistant to Teaching and Learning will distribute to all administrators and teachers for their review. Any comments should be directed to the District Department Chair within 3 school days.
5. Once discussed and approved at the building level, the request is sent to the Assistant Superintendent of Teaching and Learning.
6. Assistant Superintendent will bring to District Department Chair Council (DDCC). Person requesting pilot (or designee) will present at DDCC meeting. DDCC will discuss and vote.
7. Pilot request will go to the Teaching and Learning Board of Education sub-committee for recommendation for approval.
8. Assistant Superintendent will take to the Board of Education for formal Board approval of the final instructional pilot resource to be purchased for classroom use. Pilot team may be asked to present to the Board of Education.
9. Timeline for the forms to be completed and submitted:
  - a. High School – November CRC meeting
  - b. Middle School – November
  - c. Elementary - Does not pertain



# REQUEST FOR FINAL INSTRUCTIONAL PILOT RESOURCE

## RECOMMENDATION

### Part I: Review

DISTRICT DEPARTMENT CHAIR COUNCIL RESULTS/SIGNATURES		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Revision Necessary	Recommendation:	
High School Signature: <b>Kevin Kopec</b>	Digitally signed by Kevin Kopec Date: 2026.03.18 15:25:58 -04'00'	Date: <b>3-18-26</b>
Middle School Signature: <b>Corry Haddad</b>	Digitally signed by Corry Haddad Date: 2026.03.18 15:32:25 -04'00'	Date: <b>03.18.26</b>
Upper Elementary Signature:		Date:
Lower Elementary Signature: <b>Norman L. Wright, Jr.</b>	Digitally signed by Norman L. Wright, Jr. Date: 2026.03.18 19:51:16 -04'00'	Date: <b>3-18-26</b>

Name(s) of Research Team Members <b>Wendy Baeckeroot</b>	Date <b>3-6-26</b>
Course Name <b>AP European History</b>	Subject <b>Social Studies</b>
	Grade <b>10-12</b>

Texts/Resources Reviewed			
	A	B	C
<b>Name</b>	The Western Heritage Since 1300; AP Edition	Western Civilizations	A History of Western Society Since 1300
<b>Publisher</b>	Pearson	W.W. Norton, Inc.	BFW Publishers
<b>Edition</b>	12th Edition	Copyright 2023	14th Edition

I - a. Effectiveness of the Resource: Each committee will be responsible for establishing selection standards for each criterion in the following categories.	Rank Resource A, B and C by typing 1, 2 or 3 in the box (3 being highest).		
RESOURCE RATINGS	A	B	C
1. Addresses the Michigan Standards. <span style="float: right;">1.</span>	3	2	1
2. Content: In terms of achieving course goals...			
• Readability of the primary resource is appropriate for the grade/course	3	1	2
• Organizational of the primary resource is effective	3	2	1
• Information is accurate and balanced	3	2	1
• Illustrative material is effective and sufficient	2	3	1
3. Instructional Aids <span style="float: right;">3.</span>	3	2	1
• Audio access available?	2	3	1
• Rate software and other resources provided with this resource.	2	3	1
4. AP Course only - resource addresses College Board Standards <span style="float: right;">4.</span>	3	2	1
5. Bias - resources is free of racial, religious, gender, ethnic and cultural biases. <span style="float: right;">5.</span>	3	2	1
<b>TOTAL</b>	<b>23.00</b>	<b>16.00</b>	<b>9.00</b>

## I-b Resources - Questions

## 1. What additional resources and/or software are included with this primary resource?

A	B	C
Additional resources include power points, sample test questions, pacing guides, online text book is easy to use. Comes with 6 year access to "My Lab" software.	Additional resources include sample test questions and the online textbook is easy to use. Some additional student resources like power points.	Additional resources include power points, student worksheets, sample test questions and the online textbook has links back to other reference points in the book. Comes with a 6 year access to "Achieve" software and a test bank.

List and indicate why additional resources will be requested.

A	B	C
N/A	N/A	N/A

List other additional resources that are required and why.

A	B	C
N/A	N/A	N/A

## 2. Expense:

What is the cost and probable life? (i.e. binding, consumable)

A	B	C
Total cost for 35 hardcover textbooks and digital access for up to 35 students for six years is \$7,700.	Total cost for 35 hardcover textbooks and digital access for up to 35 students for six years is \$4,732.	Total cost for 35 hardcover textbooks and digital access for up to 35 students for six years is \$7,022.02.

Is this a classroom resource or individual student resource?

A	B	C
Both. Hardcover texts are a classroom resource but individual software will be a student resource.	Both. Hardcover texts are a classroom resource but individual software will be a student resource.	Both. Hardcover texts are a classroom resource but individual software will be a student resource.

PART 2: RESOURCE SELECTED (only fill out the following for the selected resource)

Name of text/resource selected: The Wester Heritage Since 1300 AP Edition

Rationale for selection: This book is better organized to the AP standards with essential material and enough additional content that is relevant but doesn't overshadow the main points like our current textbooks do. Also, we have no digital content for our current book at all, so additional resources are helpful.

How does the resource address the Michigan Standards? If this is an AP course, is this text a college board approved AP text?

This is an AP text book and is a college board approved text.

Which standards are not addressed? None

Which of these topics may surface as a result of using this resource?  Race  Gender  Sexual identity and orientation sex suicide  
 School shootings  Abuse  Magic Religion Politics Climate change Immigration Substance Abuse Other

Depth of Student Learning

- a. Students need to be familiar with a broad range of human experiences which can help them learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, develop techniques for formulating and evaluating position, and act in a responsible and effective manner.

The scope of work should:

- Relate to the outcomes of a course of study, school mission and the level of maturity the students;
- Not indoctrinate students to a particular point of view;
- Encourage open-mindedness and is conducted in a spirit of scholarly inquiry.

- b. Give examples of how the resource addresses the different wheels on the Depth of Knowledge chart to ensure the best resource for student learning.

This is a college level text book. This utilizes sources from multiple sources and illustrates common themes across cultures as noted in level four of the wheel.

c. Expense

What is the cost and probable life? (i.e. binding, consumables) Please attach a quote from the company.

See attached quote. \$7,700 is the total cost for a classroom set of hardcover textbooks and digital access for up to 35 students for six years.

Is this a classroom resource or individual student resource? Classroom set of hardcover textbooks; digital access for individual student use.

d. References - Contact at least 2 other districts and collect comments on the following questions.

How effective is the resource in meeting your subject goals?

I contacted two school districts but did not hear anything back from them.

What concerns do they have about this resource?

I contacted two school districts but did not hear anything back from them.

See page 5 for "Material Request form".

Send complete form to District Department Chair who will review and forward to the Administrative Assistant to Teaching and Learning.



FOR OFFICE USE		
Date Entered:	PO #	Assistant Superintendent Signature:

## INSTRUCTIONAL MATERIAL REQUEST FORM

EMPLOYEE NAME	GRADE/DEPT	DATE REQUESTED
RATIONAL FOR REQUEST		
DISTRICT DEPARTMENT CHAIR	ACCOUNT #	

ORDER FROM		
NAME OF COMPANY <small>(Use bid sheet or REMC costs for company and price whenever possible)</small>	BUILDING	
ADDRESS	ADDRESS	
PHONE	FAX	ATTENTION

QUANTITY	CAT. NO.	DESCRIPTION	PRICE EACH	TOTAL
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
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				0
				0
				0
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				0
				0
				0
				0
				0.00
				0.00
			<b>Shipping</b>	
			<b>TOTAL</b>	0.00

PLEASE COMPLETE ALL INFORMATION REQUESTED.